



## **DEPUTY PUBLIC WORKS MANAGER - LIGHT RAIL PROJECT**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To lead the efforts of the City's light rail team to plan, design, and construct identified light rail projects in Tempe; to closely coordinate light rail-related activities with the Transportation Division and other City departments, outside agencies and stakeholders.

### **Supervision Received and Exercised:**

Receives general direction from the Public Works Manager.

Exercises functional and/or direct supervision over professional, technical, and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Provide support to Valley Metro Rail (VMR) in the overseeing of the VMR Management Committee by reviewing and approving items for consideration, briefing committee members and attending monthly meetings.
- Oversee all real estate transactions for the LRT project within the City of Tempe, including property acquisition, business and residential property relocation, demolition, construction management of cost to cure. Also oversee legal cases of condemnation, including program oversight of outside legal council.
- Manage the system and corridor planning efforts for rail corridors within the City of Tempe. Efforts include environmental assessments, alternatives analysis, and financial assessment, in addition to communication with elected officials, boards and commissions and the public.

*Effective February 2004*

*Revised Feb 2006 (reclassified to a Deputy-level classification)*

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### Deputy Public Works Manager – Light Rail Project (continued)

- Closely coordinate project-related activities with the City Light Rail Project Team, Deputy Public Works Manager - Transportation and other divisions, departments and outside agencies and organizations.
- Lead and facilitate public involvement and public communications associated with Tempe's role in the projects.
- Assign work activities and assure project related activities are completed on time, on budget, and reflective of Council direction.
- Represent the City's interests with light rail project teams or individuals, including consultant or agency staff assigned to the project, City project partners, the Valley Metro Rail Implementation Team and construction teams.
- Represent the City's interests with outside agencies and stakeholders affected by the project, including ASU, Salt River Project, Downtown Tempe Community, The Apache Boulevard Business Association (TABA), Apache Boulevard Project Action Committee (APAC), Tempe Chamber of Commerce and others.
- Provide staff support to the City's representatives to the Valley Metro Rail Board; act as Board alternate.
- Provide staff support to the Council Transportation/Light Rail and Development Services Committee and the citizen Transportation Commission; provide information and comment opportunities regarding light rail project issues for a variety of affected boards, commissions and other stakeholder groups.
- Serve as a technical advisor to the City Manager and City Council on light rail issues; develop and prepare recommendations, technical reports and presentations for the City Council, City departments, stakeholder groups and other agencies including but not limited to Valley Metro Rail, Regional Public Transportation Authority (RPTA) and Maricopa Association of Governments (MAG).
- Provide leadership for employees in team building, responsible decision making and problem solving.
- Present a professional and knowledgeable image in representing Tempe to stakeholders such as citizen groups, Arizona State University and various state and regional agencies.
- Provide technical support for light rail project(s) budget, including coordination with intergovernmental, Phoenix and RPTA staff on federal funding

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### Deputy Public Works Manager – Light Rail Project (continued)

requirements, requests and reports; supporting the City's long range transit financial plan and coordinating financing issues.

- Select, train, motivate and evaluate personnel; provide resources for personal and professional development of employees; work with employees to correct deficiencies; implement discipline and termination procedures.
- Manage the evaluation, selection and administration of any required outside consulting contracts for project-related services, including representing the City in contracts entered into on the City's behalf by outside agencies including Valley Metro Rail, MAG and RPTA.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Facilitate long range planning for the light rail project and future extensions/expansions.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of increasingly responsible transit and/or transportation experience in public sector or project-related management including two years of administrative and supervisory responsibility. Project management and/or Light Rail experience is preferable.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, engineering or a related field. A Master's degree is highly desirable.

#### **Licenses/Certifications:**

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

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Deputy Public Works Manager – Light Rail Project (continued)

**This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 6591**

**FLSA: Exempt**

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